



Instructor Guidelines & Requirements

Come Teach with White House Parks & Recreation!

White House Parks & Recreation (WHPR) offers a variety of programming for citizens across the city, providing recreation and leisure opportunities for everyone.

WHPR utilizes independent Contract Instructors or in-house fitness instructors to provide high quality recreational services to our community within facilities and parks.

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Why Join us?

- *Access to Facility Space*
 - *Access our fields, courts, meeting rooms, esports room and more without rental fees.*
- *Built in Marketing Support*
 - *Your programs will be featured on our departments Facebook page, digital signage, and various print materials with no additional cost to you!*
- *Hassle- Free Registration*
 - *We manage all participant registration which also tracks payments and class rosters!*
- *Revenue opportunity*
 - *Fitness instructors can receive an hourly wage!*
 - *Independent contractors can receive 70% of program revenue with no upfront facility costs.*
- *Community Impact*
 - *Connect with a community that is eager to learn, grow, and have fun!*

How to get started

1. Review the instructor requirements included in the remainder of this packet.

2. Submit your Program Proposal via our Website!

- a. Housed in our [Get Involved](#) section of the website this online form will give us a detailed picture of your program, and will help our team decide if it is a good fit for our facility.*

3. Wait for a response from our team

- a. We will reach out within two weeks of your submission with any questions or clarifications needed.*

4. Get Approval

- a. Final collaboration and sign off on program details, facility arrangements, and scheduling.*

5. Complete a Background Check

- a. A mandatory background check is required for all employees and contractors.*

6. Sign the independent contractor agreement

- a. Review, sign and return agreement as a final confirmation of your program.*

7. Program Promotion!

- a. As our department begins promoting the new program, you can also leverage your personal networks to spread the word about your class!*

General Information

Categories & Compensation

To ensure clarity in our instructor roles and compensation structures, we have established two categories of instructors: Fitness Instructors and Contract Instructors.

1. Fitness Instructors (City Employees)

Fitness Instructors are responsible for leading group exercise classes focused on improving physical fitness through aerobic, strength, and conditioning exercises. These classes are designed to promote health, wellness, and physical activity within the community.

- Employment Status: Part-time city employee
- Pay Rate: \$16.88 - \$26.98 per hour, based on experience
- Pay Schedule: Standard city payroll schedule

2. Contract Instructors

Contract Instructors can provide instruction in a wide variety of classes and programs, which may include arts, education, wellness, recreational activities, and specialty topics. These instructors are independent contractors, responsible for planning and delivering high-quality programs that align with community interests.

- Compensation: 70% of total registration revenue
- Pay Frequency: Dependent on class frequency and structure
- Employment Status: Independent contractor (not a city employee)

Program Proposal Deadlines – The review process can take up to *eight weeks*. The following dates serve as a guideline for seasonal proposal submissions. Dates are in advance for WHPR to produce Seasonal Program Guides for marketing and promotions.

SEASON	DEADLINE	PROGRAM DATES
Winter	September	November-January
Spring	December	February- April
Summer	March	May- July
Fall	June	August-September

WHPR has final decision on space, specific time, and dates for programming. Factors may include activity compatibility, facility availability, registration numbers, and maintenance.

Program Fees – Program fees are determined by WHPR Staff based on the Contract Instructor's compensation request. At times, fees are increased to the participants to cover general operations and marketing costs of program offerings. Fees should take into consideration target population, supplies, and equipment. All participant fees are collected by WHPR through registration software. NO program fees related to the program should be collected by the instructor that are not submitted to WHPR.

Resident/ Non-Residents

Since the Parks & Recreation Department is funded through resident tax dollars, residents receive discounted program rates, while non-residents are subject to an additional fee. WHPR will calculate non-resident fees on a program-to-program basis.

Materials – Contract Instructors are expected to provide all the materials for the classes. The cost of materials should be included as part of the registration fee. Instructors may also provide students with a list of materials required for the class. In some limited areas, Contract Instructors are permitted to use facility materials for classroom instruction.

Please discuss material or equipment needs with your Program Supervisor.

Reporting Income – White House does not withhold state or federal income tax. Contract Instructors' income will be reported via Form 1099. Contract Instructor will receive a W-9 form to complete during the Vendor process. Instructors that operate as a corporation or make less than \$600 within the calendar year will not receive a Form 1099.

Facilities – WHPR operates facilities with meeting rooms, gymnasiums, and conference rooms available to operate programs. Visit www.whitehousetn.gov/parks for facility locations and operating hours.

Parks – WHPR operates outdoor spaces and parks as well. Picnic shelters and open space are available for operating programs. Some outdoor spaces may not be available due to other programming or a lack of staffing to cover these facilities.

Holidays – White House observes all federal holidays and does not offer programming on 4th of July, New Years Day, Christmas, Christmas Eve, and Thanksgiving.

Program Policies & Expectations

Program Area Objectives – Each program area has its own set of objectives. Not all program areas utilize Contract Instructors and may instead hire Employees to deliver programs. **(Appendix C)**

Registration – All participants are required to register and pay through the WHPR registration software. Payments are made to White House and not directly to the Contract Instructor. A roster of registered participants will be provided.

Attendance – Contract Instructor will keep a daily roster of participants and submit a copy of the participation roster to White House at the completion of each session. Contract Instructor is required to report to White House Staff daily absences of participants. Contract Instructors shall not allow non-registered participants to attend, observe, or participate in any portion of the program. In limited cases, walk up registrations are allowed if waiver and payment have been made.

Marketing & Promotion – Instructor will work with WHPR employees to create promotional materials and publications. Instructors are encouraged to promote classes through print and social media.

Course Cancellations – It is the responsibility of the Contract Instructor to immediately contact WHPR if a class needs to be cancelled due to sickness or emergency. WHPR Employees will assist with contacting participants regarding cancellations, reschedules, and refunds. Instructors can offer make up classes based on facility availability. Classes that do not meet the minimum student enrollment may be cancelled

by WHPR and refunds issued to all participants.

Supervision - Contract Instructors shall provide full **adult supervision** by qualified instructors and/or assistants (not volunteers) of all participants on-site from fifteen (15) minutes before the scheduled start time and until fifteen (15) minutes after program is complete. ***At no time should minor participants (under the age of 13) should not be left alone in a classroom or facility.***

Classroom Ratios – For programs provided for under the age of 18, there must be an adult instructor: child ratio always upheld. Preschool (under 5) 1:8, Youth (5-12) 1:12, Teen (13-17) 1:16. White House WHPR will not provide staffing for the classroom.

Assistants & Substitution Guidelines – Contract Instructors will provide names of all **adult** assistants and substitutes at the time of the contract. Contract Instructor will provide any updates to these individuals no less than 48 hours in advance of a scheduled program. All assistants and substitutes must be background checked and approved prior to being onsite and instructing classes. ***Violation of this policy will result in termination of your contract.***

Program Volunteers – At times, White House may authorize the use of adult volunteers. These volunteers may not be counted in the proper class size ratio. Volunteers must be formally approved, and background checks completed no less than 48 hours in advance of a scheduled program. *Volunteers under the age of 18 are approved on a very limited basis.*

Evaluations – Participants are emailed a digital evaluation at the completion of each program. Reach out to your Program

Supervisor for evaluation data on your programs.

Fitness Instructor Requirements

Fitness Instructor Requirements & Hiring Process

To ensure high-quality instruction and participant safety, all Fitness Instructors must meet the following requirements:

- **Certification & Qualifications:** Instructors must provide proof of a nationally recognized fitness certification (e.g., ACE, NASM, AFAA, ACSM) relevant to the classes they wish to teach. CPR/AED certification is also required.
- **Program Proposal:** Instructors must submit a program proposal detailing the class format, target audience, equipment needs, and schedule preferences.
- **Interview Process:** Qualified applicants will be interviewed by Parks & Recreation staff to assess experience, teaching style, and alignment with department goals.
- **City Employee Onboarding:** Selected instructors will complete the city's formal hiring and onboarding process through Human Resources, including background checks, payroll setup, and employee orientation.

Contract Instructor Requirements

Class Proposal – Prospective instructors who wish to teach with White House Parks and Recreation (WHPR) must complete the Instructor Proposal Form located online at <https://www.whitehousetn.gov/parks>. Once a proposal is received, a Program Supervisor will reach out if they are interested in offering your program.

Interview Process: Qualified applicants will be interviewed by Parks & Recreation staff to assess experience, teaching style, and alignment with department goals.

Prior to moving forward to offer programs, Contract Instructors will be required to submit the documents below:

- **White House Vendor Form:** You will be asked to complete a vendor application form for White House to verify your individual or business information and set you up to receive payments for your services.
- **Specific Certifications and/or Documentation related to the program offerings:**
**If a business is providing instructional services, documentation should be provided for the owner or assigned instructor.*
 - Culinary/Cooking – Safe Serve Certificate
 - Wellness – nutrition, health coach or other Certification in specific area of Instruction.
 - Youth Sports – NAYS Select Coach Training Certificate or equivalent Professional Sports Organization Certification (i.e. USA Sports Governing Body, USTA, or equivalent)
 - Adult Sports –Advanced Experience and/or Certificates in area of Instruction

- Arts & Education –Advanced Experience, Education/Degrees, or Certificates in area of Instruction.
- Other areas not listed – Documentation to be determined by the Program Supervisor.
- **Hold Harmless Agreement:** All instructors will be required to sign a hold harmless agreement as a part of their annual agreement of services (contract).
- **Background Check:** Contract Instructor shall conduct a background check on all persons providing services. Such background investigation will be completed within 365 days prior to the start date for the first program offering. The background check will include a Statewide Felony and Misdemeanor Search, a National Criminal and Sex Offender Search and a Social Trace of the individual. Background checks will need to be conducted on an annual basis with each new annual agreement.
 - For an Individual Instructor, WHPR Staff will assign a background check in White House’s Background Check website. Individual contract instructors will be responsible for the cost of their background checks
 - Business vendors must provide documentation of their own verification. (Appendix A, B)

Program Instructor Contract – All instructors and business will have to complete an Agreement for Services

Other Instructor Requirements:

- Provide equipment and storage as needed
- Provide all music and other materials as needed
- Send welcome emails to all participants with instructions and details of the program

- Arrive at least 15 minutes early to set-up
- Leave spaces clean and organized

Policies & Procedures

WHPR holds the Contract Instructor accountable for the following policies and procedures:

Contract Terms – Contract Instructors are required to work within the terms of the executed Instructor Contract Agreement. Each Contract is good for a maximum term of One (1) Year. A new contract is required annually with an updated hold harmless agreement.

Contract Instructors will receive a copy of the executed contract for their files.

Representing WHPR through

Professional Conduct – Contract Instructors are an extension of White House Parks and Recreation. Inappropriate or offensive behavior by or towards Contract Instructor, participants, guest, and employees is not condoned by WHPR. If a Contract Instructor or guest engages in an inappropriate or unsafe manner, they will be asked to leave the premises. Any concerns should be immediately addressed to the Program Supervisor and documented.

Americans with Disabilities Act (ADA) – It is the policy of White House to fully comply with the provisions of the ADA, and to make reasonable accommodations to individuals with vision or hearing impairments or other disabilities so that they can have an equal opportunity to participate or benefit, unless an undue burden would result. Physical barriers must be removed if removal is readily achievable (i.e. easily accomplished and able to be carried out without much difficulty or expense). If not, alternative methods of

providing the services must be offered. Public accommodations may not discriminate against an individual or entity because of the known disability of an individual with whom the public entity or its representatives is known to have a relationship or association.

Personal Business – Contract Instructors are not allowed to sell or provide personal services or items to participants, guests, or employees.

End of Session/Program – At the end of session/program instructors are responsible for cleaning the room. This includes picking up trash, cleaning tables, pushing in chairs, arranging tables/chairs as requested by the facility. All equipment used must be returned or stored in an agreed upon location.

Release of Minors – At the end of activity minors can only be released to parent, guardian, or an individual authorized by the parent. If youth participants are not picked up by authorized adults within fifteen (15) minutes after completion of the program, Contract Instructor will ensure that those participants are turned directly over to WHPR staff or Facility Front Desks for supervision until parents arrive.

Participant Contact Information – Participant names and contact information are the responsibility of WHPR Staff. You cannot collect this information and send them emails or promotional materials unless they provide it directly to you.

Safety – The safety of participants is the primary responsibility of the Contract Instructor during program implementation. If the program area appears unsafe it is the instructor's duty to notify facility staff immediately. All accidents and incidents, no matter how minor they appear, should be reported to the Program/Facility Supervisor. If an accident

occurs in your class, please act calmly, promptly, efficiently and take care of the situation.

First Aid – First Aid kits are located at the front desks of every facility and should be located by instructors. Programming in parks requires the Contract Instructor to provide a basic first aid kit.

For minor injuries first aid items will be made available; for serious injuries call 911. ALL accidents/incidents should be reported to WHPR staff IMMEDIATELY and a report will be filed. A copy of the report will be provided for the parents of minors upon request.

Food & Snacks – For safety, Contract Instructors are asked not to hand out or share any snacks, candy, or food as part of an activity or as a reward. Also, do not allow children to share food or snacks amongst themselves either as there may be unknown dietary restrictions or allergies.

If the program requires food as part of it (full day camp with lunch hour, cooking/culinary programs), Contract Instructors may be given permission to have food as part of the program

content. At that time, information regarding any participant allergies or preferences would be provided to ensure the safety of all participants.

Points of Contact

Use of Outdoor Facilities and Open Spaces:

Selena Clouse

Assistant Director of Parks and Recreation

Outdoor Facilities

sclouse@whitehousetn.gov

Use of Recreation Center Facilities:

Zac Dekker

Program and Events Coordinator

zdekker@whitehousetn.gov

Appendices

- A- Disqualifying Factors
- B- Background Check Letter Example
- C- Program Area Objectives

Background Checks Disqualifying Factors

A person should be disqualified and prohibited from serving as a volunteer if the person has been found guilty of the following crimes:

Guilty means that a person was found guilty following a trial, entered a guilty plea, entered a no contest plea accompanied by a court finding of guilty, regardless of whether there was an adjudication of guilt (conviction) or a withholding of guilt. This recommendation does not apply if criminal charges resulted in acquittal, Nolle Prose, or dismissal.

SEX OFFENSES

- **All Sex Offenses** – *Regardless of the amount of time since offense.*
 - **Examples include:** *child molestation, rape, sexual assault, sexual battery, sodomy, prostitution, solicitation, indecent exposure, etc.*

FELONIES

- **All Felony Violence** – *Regardless of the amount of time since offense.*
 - **Examples include:** *murder, manslaughter, aggravated assault, kidnapping, robbery, aggravated Burglary, etc.*
- **All Felony offenses** other than **violence** or **sex** within the past 10 years.
 - **Examples include:** *drug offenses, theft, embezzlement, fraud, child endangerment, etc.*

MISDEMEANORS

- **All misdemeanor violence** offenses within the past 7 years
 - **Examples include:** *simple assault, battery, domestic violence, hit & run, etc.*
- **All misdemeanor drug & alcohol offenses** within the past 5 years or multiple offenses in the past 10 years.
 - **Examples include:** *driving under the influence, simple drug possession, drunk and disorderly, public intoxication, possession of drug paraphernalia, etc.*
- **Any other misdemeanor** within the past 5 years that would be considered a potential danger to children or is directly related to the functions of that volunteer.
 - **Example include:** *contributing to the delinquency of a minor, providing alcohol to a minor, theft – if person is handling monies, etc.*

PENDING CASES

It is recommended that anyone who has been charged for any of the disqualifying offenses or for cases pending in court should not be permitted to volunteer until the official adjudication of the case.

Example Format Letter

XYZ Company, Inc
3755 Hawthorne Court Suite
17F
White House, TN 37188

January 00, 202_

City of White House
Attn: _____
P. O. Box 8005
White House, TN 37188

Dear _____ ,

In accordance with the Agreement signed by XYZ Company and the City of White House for program instruction and related services dated _____, this letter is to certify that the following six individuals who will provide Services under the Agreement have undergone a background investigation. The background investigations have been performed in compliance with the terms and conditions of the Agreement as referenced above within the past 365 days. The individuals listed below have no disqualifying factors, past or pending.

Please feel free to contact me at (999)999-0000 if you have any questions or concerns.

Sincerely,

Program Instructor

Program Areas Objectives

CATEGORY	OBJECTIVE
Action Sports	To engage participants in high quality learning experiences to safely establish fundamental skills and encourage confidence and strength to develop lifelong athletes.
Concerts & Performances	To provide the community with opportunities to experience quality performances across a wide range of performing arts disciplines which engage and entertain.
Environmental Education	To connect the community to White House's overarching sustainability goals through programs, celebrations, and facilities so that participants feel informed and inspired to join us in protecting and preserving the environment.
Fitness & Wellness	To promote and encourage the community to maintain a balanced, healthy lifestyle. One goal of the program is to maintain stimulating, challenging, and inviting programming. Recreational and leisure activities focus on integrating mind and body through positive traditional and non-traditional recreational activities.
General Education & STEM	To engage participants in high quality learning experiences through hands-on and unique experiences that foster curiosity and creativity and help motivate and encourage them to be lifelong learners.
History & Heritage	To promote the understanding and appreciation of local and regional history within the community and with visitors to White House.
Outdoor Recreation	To provide high quality experience that inspire curiosity, connect participants with unique experiences, inspire citizens to reach new heights, build trust in social communities, help individuals find new limits, and give participants the space to find their confidence; all while exploring the world of outdoor play.
Performing Arts	To engage participants in building a foundation in dance or drama skills, prepare students for public performance, develop social emotional skills, and equip participants to use skills in both class and real-life applications.
Public Art & Galleries	To promote public art through site-specific and community-specific artworks that enhance the public realm, deepen a sense of place and civic identity, stimulate community dialogue, and transform White House's public spaces into vibrant and meaningful places. To enhance the quality of life for every citizen of White House by incorporating public art in public spaces, including streetscapes, infrastructure, public facilities, parks, and greenways.
Senior Programming	Foster a vibrant and enriching senior experience by providing comprehensive programs designed to promote physical well-being, cognitive vitality, social engagement, and emotional fulfillment. Participants will benefit from a supportive and inclusive community, acquire new skills, enjoy meaningful connections, and discover opportunities for continued personal growth, leading to a fulfilling and active senior life enriched by purpose, camaraderie, and a sense of belonging.
Special Events	To deliver exceptional, engaging, and memorable experiences for our community. Through meticulous coordination, creative ideation, and a commitment to excellence, we strive to bring people together and create lasting impressions that reflect the unique spirit of White House.

Specialized Recreation & Inclusion	To provide individuals of all ages with disabilities the opportunity to access and participate in various recreation, nature, and arts programs as well as social gatherings and special events that help promote their physical, cognitive, social, and emotional well-being.
Sports Programs & Leagues	To develop sports programs that foster sportsmanship, participation, skill development, and fun for our participants. To create a fun environment that provides an enjoyable sports experience and playing for the love of the game. To provide an equitable opportunity to participate in play and promote fitness and wellness through physical activity. To improve the participant's skill level and development through practice and play. To actively expand the individual's social ability to demonstrate teamwork, respect and fair play through sportsmanship.
Summer Camps	To provide a safe and enriching environment that allows campers to play, learn, and grow during their out of school time. Camps are designed to provide sports, art, and recreational activities to a variety of ages.
Tennis	To provide entry level tennis classes to all age groups, in a fun and positive environment. Participants develop basic tennis skills in an interactive environment that promotes cooperation and physical fitness.
Visual Arts	To provide the community with high quality educational and personal enrichment opportunities in the visual arts through classes, workshops, and collaborations with arts groups. Promote creative thinking skills and ideation abilities to support all aspects of personal and professional growth. Create vibrant "spaces & places" for participants to interact creatively and socially to encourage well-being and lifelong learning.